



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

MAY 15 2003

MEMORANDUM FOR SEE DISTRIBUTION LIST

FROM: HQ USAF/DPPH
1040 Air Force Pentagon
Washington, D.C. 20330-1040

SUBJECT: Staffing Update -- Verification of Military Retiree's Service, Three New Service Medals

A. Verification of Military Service in Nonwartime Campaigns or Expeditions

The Office of Personnel Management has informed us that effective immediately the National Personnel Records Center (NPRC) requires at least six months from the date of the service member's retirement before submitting an SF-813 to NPRC for retirees of the *Air Force*, *Army*, or *Coast Guard*. The NPRC will return without action any SF-813's submitted early.

The NPRC has also advised that *Navy* and *Marine Corps* service records are no longer sent to NPRC, although the military personnel records that the *Navy* and *Marine Corps* previously sent to NPRC remain there. As such, the date of the service member's retirement determines whether the SF-813 for *Navy* and *Marine Corps* retirees should be sent to NPRC, the *Navy*, or the *Marine Corps*. For *Navy* and *Marine Corps* retirees, agencies may submit SF-813's immediately upon the service member's retirement.

Additionally, the NPRC has updated the mailing addresses and will be updating the SF-813 and guidance. In the interim, use the addresses shown in the attached SF-813 guidance when submitting the form instead of the addresses shown on the SF-813.

B. Three New Service Medals Recognizing Veterans' Service

President Bush and the Congress have recently authorized three new medals to recognize members of the Armed Forces who have served so valiantly in support of freedom around the globe (Atch 2).

- **The Global War on Terrorism Expeditionary Medal.**
- **The Global War on Terrorism Service Medal**
- **Korea Defense Service Medal**

DoD and the service Secretaries are working out the details and additional information will be forthcoming.

Employees who wish to claim veterans' preference or service credit based on their service in Korea or in Operations Enduring Freedom or Noble Eagle should submit official documentation showing the award of the appropriate medal to their Human Resources Office.

Questions may be directed to HQ USAF/DPPH, Ms. Colleen Aragon, DSN 225-7384, or Ms. Barbara Hayman at DSN 225-7383.



SARA BONILLA
Chief, Civilian Personnel Policy
Directorate of Personnel Policy

2 Atch

1. SF-813 Guidance
2. Vets Info

SF-813 – "Verification of a Military Retiree's Service in Nonwartime Campaigns or Expeditions"

The National Personnel Records Center (NPRC) has informed us that Federal agencies should allow at least six months from the date of the service member's retirement before submitting an SF-813 to NPRC for retirees of the *Air Force, Army, or Coast Guard*. NPRC will return to agencies without action those SF-813's submitted notwithstanding the requirement to allow for a six-month window. Also, NPRC has advised us that the *Navy and Marine Corps* no longer send to NPRC the military personnel records of persons who retire from active duty, although the military personnel records that the *Navy and Marine Corps* previously sent to NPRC remain there. As such, the date of the service member's retirement determines whether the SF-813 for *Navy and Marine Corps* retirees should be sent to NPRC, the *Navy*, or the *Marine Corps* (see dates/addresses below). For *Navy and Marine Corps* retirees, agencies may submit SF-813's immediately upon the service member's retirement.

Accordingly, effective immediately, agencies should follow NPRC's guidance as noted above. Additionally, NPRC has updated the mailing addresses for the SF-813. As such, we will be updating our guidance and the SF-813. In the interim, the following addresses should be used when submitting the SF-813 instead of the addresses shown on the form:

A. To verify campaign/expeditionary service for former military personnel who have been retired from the *Air Force, Army, or Coast Guard* at least six months; from the *Marine Corps* before October 1, 2001, or from the *Navy* before January 1, 1995, address the request to:

National Personnel Records Center
9700 Page Avenue
St. Louis, MO 63132-5100

B. To verify campaign/expeditionary service for former military personnel who retired from the *Marine Corps* after September 30, 2001, address the request to:

Headquarters U.S. Marine Corps
Personnel Management Support Branch (MMSB-10)
2008 Elliot Road
Quantico, VA 22134-5030

C. To verify campaign/expeditionary service for former military personnel who retired from the *Navy* after December 31, 1994, address the request to:

Navy Personnel Command (PERS-313C1)
5720 Integrity Drive
Millington, TN 38055-3130

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: KAY COLES JAMES (*signed May 8, 2003*)
DIRECTOR

SUBJECT: Three New Medals Recognizing Veterans' Service

I am pleased to inform you that both the President and the Congress have recently authorized new medals to recognize members of the Armed Forces who have served so valiantly in support of freedom around the globe.

These authorizations establish a new hiring eligibility for the brave men and women who earned them. We, as Federal employers, should be honored to provide opportunities which allow these individuals to utilize their entitlements and allow us to avail ourselves of the unique skills and experiences veterans can bring to our workplaces. In doing so, we venerate their sacrifice beyond the battlefield.

By Executive order (see attached), the President authorized two new medals to recognize those serving in the global war on terrorism.

- **The Global War on Terrorism Expeditionary Medal** will recognize servicemembers who deployed overseas as part of Operation Enduring Freedom. Receipt of this medal is qualifying for veterans' preference, provided the individual is otherwise eligible.
- **The Global War on Terrorism Service Medal** will recognize those who served in support of Operation Noble Eagle. A service medal is not qualifying for veterans' preference, but it would be qualifying for a Veterans' Recruitment Appointment (VRA) under the newly-revised VRA authority.

The Department of Defense is working out the details for the award of these two medals and we will provide you with additional information when available.

In a separate action, Congress has taken action to recognize the members of the Armed Forces who have served in the Republic of Korea since the signing of the 1953 cease-fire agreement that ended the Korean conflict. Section 543 of the Defense Authorization Act for Fiscal Year 2003, Public Law 107-314, was signed into law by President Bush on December 2, 2002. It requires the Secretaries of the military departments to issue a campaign medal, to be known as the **Korea Defense Service Medal**, to servicemembers who served in the Republic of Korea or the waters adjacent thereto, during the period beginning on July 28, 1954, and ending on a date yet to be determined. Each service

Secretary will prescribe the requirements to qualify for the new medal. Recipients of the new Korea Defense Service Medal will be entitled to veterans' preference provided they are otherwise eligible.

Employees who wish to claim veterans' preference or service credit based on their service in Korea or in Operations Enduring Freedom or Noble Eagle should submit official documentation showing the award of the appropriate medal to their Human Resources Office.

cc: Human Resources Directors